

ASSISTANT POLICE CHIEF

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Field Services Command including Patrol, Criminal Investigations, Traffic Investigations, and special events or technical support functions of the Department including Communications, Detention, Records, Identification and Property; to coordinate Command activities with other divisions and departments; and to provide highly complex staff assistance to the Police Chief. When assigned to the Support Services Division, the working title will be Support Services Director.

Supervision Received and Exercised:

Receives general direction from the Police Chief or from other supervisory or management staff.

Exercises direct supervision over sworn, supervisory, and technical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development and administration of policies and procedures.
- Manage, direct, and organize field service activities including patrol, criminal, and traffic investigations or technical support activities including administration staff, communications, detention, records, identification and property functions of the Department.
- Direct, oversee, and participate in the development of the Command work plan; assign work activities, projects, and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.

CITY OF TEMPE

Assistant Police Chief (continued)

- Analyze and evaluate Patrol, Criminal Investigation Bureau, and Traffic Operations Divisions or Detention, Communications, Records/Identification and Property Divisions; monitor productivity of Divisions; prepare reports relating to administrative and operational issues of divisions.
- Review statistical analyses of calls for service and traffic and crime trends with regard to operational procedures; review statistical analyses to determine effectiveness versus pre-determined objectives; report on efficiency of Command operations; participate in the research of alternative approaches to operational procedures.
- Conduct internal investigations as required or as directed by the Police Chief.
- Coordinate Command activities with those of other Commands and outside agencies and organizations; provide staff assistance to the Police Chief, and Executive and Command staffs; prepare and present staff reports and other necessary correspondence.
- Prepare the Command budget; assist in budget implementation and administration; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Respond to major emergencies as necessary.
- Perform the duties of the Police Chief in the absence of the Police Chief.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Requires either a minimum of three years experience as a Commander with the City of Tempe's Police Department **or** a minimum of three years supervisory or managerial experience in the three operational areas: patrol, investigation, and support services (to include some experience in each area), including one year as a City of Tempe Commander.

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Assistant Police Chief (continued)

When assigned to Support Services:

Requires a minimum of three years experience involving management of a support services function (Office of Management and Budget, Crime Analysis, Identification, Detention, Communications, or a related field) with the City of Tempe Police

Department, including one to two years of supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in police science, public administration, criminology or degree related to the core functions of this position. A Master's Degree is highly

desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of an Arizona P.O.S.T. Police Officer Certificate (for hire in sworn

personnel capacity).

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 033

Status: Exempt / Unclassified

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